



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Bureau of the Census**  
Washington, DC 20233-0001

**DELEGATED EXAMINING UNIT  
VACANCY ANNOUNCEMENT**

**Announcement Number:** ASF 00-08

**Opening Date:** January 21, 2000

**Closing Date:** OPEN CONTINUOUSLY. Referral lists from this announcement may be issued at any time as vacancies materialize.

**Position:** Geographer

GS-0150-05, Salary Range \$23,304 - \$30,292 per year  
GS-0150-07, Salary Range \$28,866 - \$37,522 per year  
GS-0150-09, Salary Range \$35,310 - \$45,900 per year  
GS-0150-11, Salary Range \$42,724 - \$55,541 per year  
GS-0150-12, Salary Range \$51,204 - \$66,564 per year

**Promotion Potential:** GS-12

**Duty Location:** U.S. Department of Commerce  
Bureau of the Census  
Suitland, Maryland

**Type of Appointment:** Competitive Service: Term Appointment NTE 2 years up to a maximum of 4 years or  
Temporary Appointment NTE 1 year up to a maximum of 2 years

**Work schedule:** Full-time

**Payment of relocation expenses MAY BE authorized.**

**Applications will be accepted from:** All sources. This is a competitive vacancy, open to all United States citizens, advertised under examining authority delegated to the Department of Commerce by the U.S. Office of Personnel Management.

**DUTIES:** The incumbent reviews and edits for completeness, accuracy, and validity, a variety of geographic materials: maps, tables, computer printouts, edit listings, and similar items. Applies knowledge of characteristics of maps using GIS principles and interrelationships of geographic entities to define and uncover problems in order to determine adherence to

specifications; takes appropriate steps to resolve errors and inconsistencies. Incumbent may prepare or electronically generate drafts of specialized maps, tables, and lists of geographic data as needed for periodic censuses and special projects. Provides preliminary and/or final responses to geographic-oriented questions initiated by telephone calls and correspondence from other divisions in the Bureau, other Federal agencies, and various agencies or persons outside the Federal Government. Responses may be in the form of correspondence or telephone calls.

**MINIMUM QUALIFICATIONS:** Applicants are responsible for insuring that the application submitted clearly indicates that they meet the qualifications for the position. To be eligible for this position, you must have the experience or education indicated below or a combination of both:

**Basic Requirements For All Grade Levels:**

A. Education: Degree with major study in geography or a related physical or social science that includes at least 24 semester hours in geography or in the related field. **You MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for position will be required to supply original transcripts.**

OR

B. Experience and Education: Education and experience totaling four years and equivalent to a bachelor's degree which includes a full range of professional geography work plus 24 semester hours in geography or in a related physical or social science. In addition, typical college degree includes courses that involve analysis, writing, critical thinking, and research which provided the candidate with skills and abilities sufficient to perform progressively more responsible work in the occupation; therefore, creditable experience must demonstrate similar skills and abilities needed to perform the work of this position.

**Grade 05:**

Education: Same as basic requirements indicated above.

OR

Combination of Education and Experience: Education and experience totaling four years and equivalent to a bachelor's degree which includes a full range of professional geography work plus 24 semester hours in geography or in a related physical or social science. To be creditable, professional experience must demonstrate work experience in reviewing map features for coordinates, place names, scales (distances), street patterns, drainage features and other landmarks, control points, and

special features; analyzing data to recognize unexpected problems or results using statistical methodology and data collection techniques; and assembling charts, graphs, or tables of a geographic area such as a county, state, or city/township/metropolitan area. You are expected to follow the supervisor's instructions without deviation.

**Grade 07:**

Education: One full year of graduate education or superior academic achievement (GPA of 2.95 or higher) with major study in geography or in a related physical or social science that includes at 24 semester hours in geography or in the related field.

**OR**

Experience: Must meet basic requirements and have one year of specialized work experience equivalent to the grade 5 level. To be creditable, specialized experience must demonstrate experience updating paper and/or automated maps for a geographic area such as a county, state, or city/metropolitan area; reviewing, evaluating, and correcting discrepancies in data using statistical methodology and data collection techniques; recording, analyzing, and organizing data, and preparing chart or graphic reports of results; assembling charts, graphs, or tables of a geographic area such as a county, state, or city/township/metropolitan area; and explaining nontechnical information or providing on-the-job training on regulations, policies, or procedures to others or at briefings, meetings, conferences, or hearings. Your assignments and steps to follow are defined by your supervisor or by standard operating procedures and are checked for timeliness and that allotted deadlines are met. You are expected to make independent decisions affecting the day-to-day operation of the program, recognize when deviations from standard procedures are necessary and recommend appropriate corrective action, and/or refer complex problems or questions of policy to your supervisor.

**OR**

Combination of Education and Experience: Combination of successfully completed post high school education and experience may be used to meet total qualification requirements.

**Grade 09:**

Education: Two full years of progressively higher level graduate education leading to a master's or equivalent degree with major study in geography or in a related physical or social science that includes at least 24 hours in geography or in the related field.

**OR**

Experience: Must meet basic requirements and have one year of specialized experience and equivalent to the grade 7 level. To be creditable, professional experience must demonstrate work experience identifying and evaluating geographic information such

as exact location and place of physical features, population, changes during a specific time period in a given place or area, or changes in topographic features in accordance with established procedures; selecting and applying statistical techniques to carry out integrated data collection or information regarding a specific subject matter area; interpreting maps, charts, photographs, and statistical tabulations to present and illustrate geographic data in narrative or graphic form; designing, analyzing, and implementing charts, graphs, tables of a geographic area such as a county, state, or city/metropolitan area; and providing advice and guidance to Program Officials, business community, and the public on geographic programs and keeping abreast of geographic developments. The scope of your assignments are often defined for you. You are expected to make independent decisions affecting the daily operation of the program and, when necessary, make minor changes to adapt the methods to your specific work situations. Your assignments are checked for timeliness and that allotted deadlines are met.

OR

Combination of Education and Experience: Combination of successfully completed post high school education and experience may be used to meet total qualification requirements.

**Grade 11:**

Education: Three full years of progressively higher level graduate education leading to a Ph.D. or equivalent doctoral degree with major study in geography or in a related physical or social science that includes 24 semester hours in geography or in the related field.

OR

Experience: Must meet basic requirements and have one year of specialized experience equivalent to the grade 9 level. To be creditable, professional experience must demonstrate work experience in reviewing, identifying, improving, and updating maps such as local street indices, atlases, place maps, or minor civil divisions and assist in obtaining source materials such as maps, building permits, or address listings for a geographic area; using statistical techniques or quantitative methods to record, evaluate, and analyze results or data and prepare reports; and selecting methods and procedures for recording results, preparing graphic illustrations or charts of the results for published reports and/or presentation at meetings, identifying problems, and performing mathematical or statistical calculations to identify unexpected results. You are expected to make independent decisions affecting the daily operation of the program and make changes to adapt the methods to your specific work situations. Your assignments are reviewed only in terms of technical effectiveness and timeliness of assignments.

OR

Combination of Education and Experience: Combination of successfully completed post high school education and experience may be used to meet total qualification requirements.

**Grade 12:**

Education: No substitution of education for experience is permitted at this grade level.

Experience: Must meet basic requirements and have one year of specialized work experience equivalent to the grade 11 level. To be creditable, professional experience must demonstrate work experience in locating, examining, evaluating, and selecting textual and source material necessary for use in accurately depicting the location of features on a map or chart; using survey research, sampling, questionnaires, and data collection to conduct surveys or geographic operations; analyzing and interpreting geographic data to identify problems, plan investigative methods, initiate and carry out the investigation, obtaining vital information, and interpreting the findings and preparing final report; designing, analyzing, and implementing charts, graphs, tables of a geographic area such as a county, state, or city/metropolitan area; and providing advice, guidance, or recommending solutions to managers and program management to clarify or obtain information and/or respond to policy and procedural questions. Your assignments regularly include developing solutions to difficult problems that did not have readily available precedents. Your work is generally reviewed only for adherence to accepted standards.

**EVALUATION CRITERIA - QUALITY RANKING FACTORS:** Applicants meeting the minimum qualifications, including the selective factor(s), if any, will be further evaluated based on the degree to which their experience, training, and education reflect possession of the following Quality Ranking Factors (QRF's). This evaluation determines the list of eligible candidates who will be referred to the selecting official for final consideration. Eligible candidates will be assigned a score between 70 and 100, not including points that may be assigned for veterans' preference.

**NOTE:** Applicants MUST submit a supplemental narrative statement to their resume or application (on plain bond paper) addressing each QRF. Each narrative should describe pertinent education, training, or experience, **with specific examples**, showing how the applicant meets each QRF. Failure to provide a separate narrative statement for each QRF will eliminate applicants from further consideration.

1. Knowledge of GIS principles.
2. Ability to write detailed technical reports on geographic topics.

3. Knowledge of cartographic principles and the use of maps in geographic research or programs.
4. Ability to interact with people of various levels of responsibility while presenting information clearly and logically.

#### **HOW TO APPLY**

You must submit a resume, Optional Application for Federal Employment (OF-612), or SF-171 plus any additional required material **for each grade level of the vacancy for which you are applying.** A complete application package for each grade level of interest must be received by the close of business (5:00 PM EST) on the closing date of the announcement. **ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3285-3 Stop 1407, 4700 Silver Hill Road, Washington, D.C. 20233-1407. **IF USING A CARRIER OTHER THAN THE U.S. POSTAL SERVICE, ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3285-3 Stop 1407, 4700 Silver Hill Road, Suitland, MD 20746.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

#### **JOB INFORMATION:**

- \* Vacancy announcement number and title of position stated on each application.
- \* Grade level of interest stated clearly on each application. You will receive consideration for the grade level indicated on your application. If you indicate multiple grade levels on a single application, you will be considered for the lowest grade indicated. If you do not state a grade level of interest on your application, you will be considered for the lowest grade advertised.

#### **PERSONAL INFORMATION:**

- \* Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- \* Social Security number. **(NOTE: WE CANNOT PROCESS YOUR APPLICATION WITHOUT YOUR SOCIAL SECURITY NUMBER.)**
- \* Country of citizenship **(THIS FEDERAL JOB REQUIRES U.S. CITIZENSHIP)**
- \* Highest Federal civilian grade held (if applicable)

#### **EDUCATION:**

- \* High school (name, city, state) date of diploma or GED, colleges and universities (name, city, and state), majors, type and year of degrees received. If no degree received, show total credit hours received in semester or quarter hours. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- \* If using education to qualify, submit a copy of your college transcript or a listing of college courses showing course number, title, grade, type (semester/quarter), number of credit hours, and type and year of degree(s) received. **IF SPECIFIC EDUCATION IS STATED ON THE VACANCY ANNOUNCEMENT AS PART OF THE MINIMUM QUALIFICATIONS FOR THE POSITION, A COPY OF YOUR TRANSCRIPT OR COURSE LISTING MUST BE SUBMITTED TO VERIFY THE REQUIRED COURSE WORK.** Applicants selected for the position will be required to provide official transcripts.

**WORK EXPERIENCE:** Paid and non-paid work experience related to the position. For each work experience include: Job title; Series/grade (if Federal employment); Duties and accomplishments; Employer's name and address; Supervisor's name and address; Starting and ending dates; Hours per week; Salary; and indicate if we may contact your current supervisor/employer.

**OTHER QUALIFICATIONS:** Job-related: training courses (title and year); skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.); certificates/licenses (current); and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)

**10-POINT VETERANS' PREFERENCE:** To receive 10-point veterans' preference for a service connected disability you must submit an SF-15, "Application for 10-Point Veterans' Preference" and documentary proof from the appropriate branch of the Armed Forces or the Veterans' Administration, as well as a copy of your DD-214. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veterans' preference assuming they meet the basic veterans' preference requirements and submit the appropriate proof of military service.

**5-POINT VETERANS' PREFERENCE:** To receive 5-point veterans' preference, attach a copy of your DD-214. To receive preference if your service began after October 15, 1976, you must have: a Campaign Badge or Expeditionary Medal with an honorable discharge OR served on active duty during the Gulf War from August 2, 1990 - January 2, 1992, under the following

conditions: honorable discharge, served a minimum of 2 years on active duty, or if a Reservist served the full period for which called to active duty (Reservists must include appropriate documentation).

**APPLICANTS ON ACTIVE DUTY:** Applicants on active duty claiming either 5-point or 10-point preference must show on their application that they have met the requirements for preference as outlined above and must submit appropriate proof and documentation at time of appointment.

**SPECIAL NONCOMPETITIVE HIRING AUTHORITIES:** For all applicants eligible for special noncompetitive authorities, submit proof of eligibility for consideration under one of the following hiring authorities. Also, indicate on the first page of your application(s) which authority you wish consideration under. Eligible applicants will be considered under both competitive examining and the special hiring authority.

**Veterans Readjustment Appointment:** (Can be used for positions up to GS-11.) Provide copy of DD-214.

**30% Disabled Veterans' Appointment:** Provide DD-214 and a certificate from the Veterans Administration dated within one year of the closing date of this announcement.

**Severely Physically Handicapped Schedule A Appointment:**

(Applicable to permanent vacancies only): Provide a certification of eligibility from the State Vocational Rehabilitation agency or the Veterans Administration.

**Peace Corps/Vista Appointment:** Show proof of such employment.

**Outstanding Scholar Appointment:** Provide transcript of all undergraduate course work. (This authority can only be used for specific series and job titles at the GS-5 and GS-7.

Visit OPM's website at [www.opm.gov](http://www.opm.gov) for information on acceptable positions under this authority.)

#### **OTHER IMPORTANT INFORMATION**

- \* Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority. CTAP and ICTAP eligibles will be considered well qualified if they meet the qualifications and eligibility requirements for the position, including all medical, physical, suitability, education, experience selective factors and quality ranking factors for the vacant position. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of



their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

- \* The Department of Commerce (DOC) does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.
- \* All eligibility requirements must be met by the closing date of this announcement.
- \* You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- \* Anyone appointed from this announcement, including current Federal employees, may be required to serve a probationary period of one year.
- \* If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- \* Applications received in government postage-paid envelopes will not be accepted.
- \* This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Division at 301-457-3274. The decision on granting reasonable accommodation will be on a case-by-case basis.
- \* For additional information about this vacancy, please contact the Delegated Examining Unit at 301-457-6852.